



**REQUEST FOR QUOTATION**  
Quotations will be accepted until 3:00 p.m. MST on  
**October 3, 2006**

**THE ARIZONA DEPARTMENT OF  
REVENUE**

1600 W MONROE, ROOM 948

Phoenix, AZ 85007

602-716-6510 or 602-716-6515

FAX 602-716-7987

RV0712 RFQ

PAGE

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ISSUED ON September 20, 2006

**Vendor Notice**

**THIS IS NOT A PURCHASE ORDER**

The terms and conditions of this request should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, but exclude applicable taxes. Delivery schedule and discount for early payment shall be indicated below. Return the quotation by the above date to the above address. Please reference the buyer's name and the RFQ number on the outside of the return envelope (not applicable to fax responses if requested below).

**"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"**

**Delivery Location: 1600 West Monroe Phoenix Arizona 85007**

**For information contact: Linda K Delamore (602) 716-6510**

This is a Request for Quotation for:

**TIME AND MATERIAL REPAIR - DOR EQUIPMENT**

**RFQ (page 1), Small Business Survey (page 6) and price sheet (page 13-14) must be returned by  
10/02/2006.**

WHEN PRACTICAL THIS PURCHASE MAY BE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED/OPERATED, IS NOT DOMINATE IN THE BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAD RECEIPTS OF LESS THAN \$4 MILLION DOLLARS IN ITS LAST FISCAL YEAR.

**SECTION TO BE COMPLETED BY VENDOR**

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with the State of Arizona Uniform Terms and Conditions.

As referenced by paragraph (10) "Prompt Payment Discount" of PAGE 2 Instructions, the price(s) quoted herein can be discounted by \_\_\_\_\_%, if payment is made within \_\_\_\_\_ days.

Delivery shall be made \_\_\_\_\_ calendar days after receipt of order. SALES TAX PERCENT: \_\_\_\_\_%

\_\_\_\_\_  
Company Name                      Address                      City, State, Zip Code                      Phone No.                      Fax Number

\_\_\_\_\_  
Signature                      Date                      Typed Name and Title

FEDERAL TAX IDENTIFICATION NUMBER \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Arizona Transaction (Sales) Privilege Tax License No. \_\_\_\_\_

**ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)**

Your offer is hereby accepted. The contractor is now bound to sell the materials, services, or construction listed by the attached award notice based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the State.

This contract shall henceforth be referenced to as Contract No. \_\_\_\_\_

**AWARDED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_**

**SALLY ESCARCEGA  
PURCHASING MANAGER**



## UNIFORM GENERAL TERMS AND CONDITIONS

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## THE ARIZONA DEPARTMENT OF REVENUE

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### UNIFORM INSTRUCTIONS TO OFFERORS AND UNIFORM TERMS AND CONDITIONS

THE STATE OF ARIZONA'S UNIFORM TERMS AND CONDITIONS, AND INSTRUCTIONS TO OFFERORS ARE HEREBY INCORPORATED BY REFERENCE. IT IS THE OFFEROR'S RESPONSIBILITY TO OBTAIN THE CURRENT REVISION OF THESE DOCUMENTS. THESE DOCUMENTS MAY BE ACCESSED THROUGH

**WWW.AZEPS.AZ.GOV OR BY MANUALLY CALLING  
THE ARIZONA DEPARTMENT OF REVENUE AT (602) 716-6510.**

1. **SUBMISSION:** Quotations shall be signed where applicable and received as designated no later than as indicated.
2. **OPENING:** This is an informal quotation that will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **TAXES:** The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Sales Tax, if any, should be indicated as a separate item on any invoice.
4. **BID REJECTIONS:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.
5. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
6. **ERASURES:** Erasures, interlineations or other modifications must be initialed by the individual signing the Request for Quotation.
7. **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
8. **PAYMENT:** The State will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account.
9. **PAYMENT DISCOUNT:** Payment discount periods will be computed from the date of receipt of materials or services or correct invoice, whichever is later, to the date State's warrant is mailed. Unless freight and other charges are itemized, any discount will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
10. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41, Chapter 23) and its Rules and Regulations (A.A.C. Title, 2 Chapter 7), are made a part of this document as if fully set forth herein. Note: A.R.S. Title 41, Chapter 23 is available at most public libraries; A.A.C. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the Arizona State Purchasing Office.



## SPECIAL TERMS AND CONDITIONS

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**ISSUED ON September 20, 2006**

#### PURPOSE

Pursuant to the provisions of the Arizona Procurement Code, ARS 41 -2501 et seq., the State of Arizona, Department of Revenue intends to establish a contract for the material or services listed herein in this solicitation.

#### AUTHORITY TO CONTRACT

This contract activity is issued under the authority of The Department of Revenue. No alteration of any portion of the contract, any items or services awarded, or any other agreement that is based upon this contract may be made without express written approval of the Department of Revenue Procurement Administrator in the form of an official contract amendment. Any attempt to alter any documents on the part of the ordering agency or any contractor is a violation of the contract and the Arizona Procurement Code. Any such action is subject to the legal and contractual remedies available to the state inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

#### ELIGIBLE AGENCIES (COVER SHEET)

Any contract resulting from this solicitation shall be for the exclusive use of the DEPARTMENT OF REVENUE.

#### EVALUATION (RFQFOD)

In accordance with the Arizona Procurement Code A.R.S. § 41-2535 regarding procurements not to exceed an aggregate amount of fifty thousand dollars (\$50,000), award shall be made to the lowest responsible and responsive offeror whose offer conforms in all material respects to the requirements and criteria set forth in the Request for Quotation (RFQFOD).

#### CONTRACT TYPE (FIXED-INDEFINITE)

Fixed price term, indefinite quantity.

#### TERM OF CONTRACT (NOTICE)

The term of any resultant contract shall commence on the date of notice of award and shall continue for a period of one (1) year thereafter, unless terminated, canceled or extended as otherwise provided herein

#### CONTRACT EXTENSION (48 MONTHS)

By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.

#### ORDERING PROCESS

Upon award of a contract by the DOR Purchasing Office, any designated agency, eligible political subdivision or eligible nonprofit educational or public health institution may procure the specific material and/or service awarded by the issuance of a contract release order to the appropriate contractor. Each contract release order must cite the correct Arizona contract number. The award of a contract shall be in accordance with the Arizona Procurement Code and all transactions and procedures required by the code for public bidding have been complied with. A contract release order for the awarded material and/or service that cites the correct Arizona contract number is the only document required for the agency to order and the contractor to deliver the material and/or service.

Any attempt to represent any material and/or service not specifically awarded as being under contract with the State of Arizona is a violation of the contract and the Arizona Procurement Code. Any such action is subject to the legal and contractual remedies available to the State inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

#### PRICE ADJUSTMENT (AFTER 1 YEAR)

The DOR Purchasing Office may review a fully documented request for a price increase only after the contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The DOR Purchasing Office shall determine whether the requested price increase or an alternate option in the best interest of the State. The contractor shall offer the State a price reduction on the contract products concurrent with a published price reduction made to other customers. The price increase adjustment, if approved, will be effective upon the first day of the month following approval.



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### PRICE REDUCTION

A price reduction adjustment may be offered at any time during the term of the contract and shall become effective upon notice.

### BILLING

All billing notices/invoices to DOR shall identify the specific item(s) being billed. Items are to be identified by the name, model number, and/or serial number most applicable. Any order issued by DOR shall refer to the contract release order/purchase order.

### LICENSES

The Contractor shall provide copies of all licenses necessary for the contracted service(s) within ten (10) days after notification by the Buyer and prior to contract execution to DOR Purchasing, 1600 W MONROE, PURCHASING RM 948 PHOENIX, AZ. 85007.

### INSURANCE

The State requires a complete and valid Certificate of Insurance prior to the commencement of any service or activity specified in this solicitation. The State will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) must at that time submit an original copy of the attached. Certificate of Insurance (SPO FORM 221 D) for COVERAGE in the minimum amounts stated. The COVERAGE shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.

### SAFETY STANDARDS

All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, The National Electric Code, and The National Fire Protection Association Standards,

### MULTIPLE AWARDS (SIMPLIFIED)

To provide adequate contract coverage, multiple awards may be made.

### CONFIDENTIALITY OF RECORDS

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the State. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

### CHANGES

The Department reserves the right to revise the work quantities, locations and schedule and make other changes within the general scope of work as may be deemed necessary to best serve the interest of the State. All changes shall be documented by formal amendment to the contract.

### CANCELLATION IMMEDIATE

This contract is critical to the State of Arizona and the State reserves the right to immediately cancel the whole or any part of this contract due to failure of the contractor to carry out any term, promise, or condition of the contract. The State will issue written notice of default effective at once and not deferred by any interval of time.

### CONTRACT TERMINATION

The Arizona Department of Revenue reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the contractor at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the opinion of the State, become property of the Department of Revenue. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.



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### PAYMENT

The Department of Revenue shall process all claims for prompt payment in accordance with the standard operating procedures of the State.

### DOCUMENTS

Submission of additional terms, conditions, or agreements with the bid document may result in bid rejection.

### TAXES

Prices offered shall not include applicable state and local taxes. The State will pay all applicable taxes. Taxes must be listed as a separate item on all invoices.

### DELIVERY (7 DAYS)

Delivery shall be made within seven (7) days of receipt of a contract release order/purchase order.

### SHIPPING (FOB DELIVERED)

Prices shall be F.O.B. Destination to the delivery location designated herein. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The State will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.

### VALUE IN PROCUREMENT - AGENCY SPECIFIC (SPECIAL INSTRUCTIONS)

Through the Governor's Efficiency Review initiative the Value in Procurement Committee has been established. A major initiative of the VIP Committee is to aggregate specific procurements to increase efficiency and cut costs. The VIP Committee may designate and establish a statewide contract for these types of goods or services. At such time, this contract may not be extended beyond its current term, although additional contract extensions may still be available.

### OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

### FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS

By entering into the contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the contract. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance is the responsibility of the Contractor.

### PROCURING ELECTRONIC & INFORMATION TECHNOLOGY

Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this contract shall comply with A.R.S. § 41-2531 and § 41-2532 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.



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### SMALL BUSINESS/WOMAN OR MINORITY OWNED BUSINESS STATUS

1. A.A.C. R2-7-D302, requires when practical, that purchases estimated to cost between \$5,000 and \$50,000 shall be restricted to small businesses. Is the company a small business (the company and its affiliates, employs less than 100 full time employees or has gross annual receipts of less than \$4,00,000 in its last fiscal year)? YES \_\_\_\_\_ NO \_\_\_\_\_

2. Executive Order 2004-29, requires at least one quotation be sought from a woman or minority owned business when soliciting for purchases \$50,000 or less, when practical. Is the company a woman or minority owned business (51% or more woman or minority owned)? YES \_\_\_\_\_ NO \_\_\_\_\_

Please Check One:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Small Business                            | <input type="checkbox"/> Woman Owned Business                  | <input type="checkbox"/> Small, Woman Owned Business                  |
| <input type="checkbox"/> Small Business, African American Owned    | <input type="checkbox"/> Woman Owned Business African American | <input type="checkbox"/> Small, Woman Owned Business African American |
| <input type="checkbox"/> Small Business, Asian Owned               | <input type="checkbox"/> Woman Owned Business, Asian           | <input type="checkbox"/> Small, Woman Owned Business, Asian           |
| <input type="checkbox"/> Small Business, Hispanic Owned            | <input type="checkbox"/> Woman Owned Business, Hispanic        | <input type="checkbox"/> Small, Woman Owned Business, Hispanic        |
| <input type="checkbox"/> Small Business, Native American Owned     | <input type="checkbox"/> Woman Owned Business, Native American | <input type="checkbox"/> Small, Woman Owned Business, Native American |
| <input type="checkbox"/> Small Business, Other Owned               | <input type="checkbox"/> Woman Owned Business Other            | <input type="checkbox"/> Small, Woman Owned Business, Other           |
| <input type="checkbox"/> Minority, African American Owned Business | <input type="checkbox"/> Minority, Asian Owned Business        | <input type="checkbox"/> Minority Hispanic Owned Business             |
| <input type="checkbox"/> Minority, Native American Owned Business  | <input type="checkbox"/> Minority Owned Business, Other        | <input type="checkbox"/> Non-Small, Non-Minority, Non-Woman Owned     |



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### IRS PUBLICATION 1075 EXHIBIT 5

### CONTRACT LANGUAGE FOR GENERAL SERVICES

#### I. PERFORMANCE

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

(1) All work will be done under the supervision of the contractor or the contractor's employees.

(2) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the contractor will be prohibited.

(3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.

(4) The contractor certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.

(5) Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.

(6) All computer systems receiving, processing, storing and transmitting Federal tax data/information must meet or exceed C2 controlled access protections (CAP) wherein the operating security features of the system have the following minimum requirements: a) approved written security policies, b) accountability, c) assurance, and d) documentation. The requirements of the security features must enforce identification/authentication, discretionary access controls, object reuse, audit trails and confidential transmissions. The security features must be activated to protect against unauthorized access, use, disclosure, disruption, modification, or destruction of Federal taxpayer data/information.

(7) No work involving Federal tax information furnished under this contract will be subcontracted without prior written approval of the IRS.

(8) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

(9) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

(10) (Include any additional safeguards that may be appropriate.)



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### II. CRIMINAL/CIVIL SANCTIONS:

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee **[United States for federal employees]** in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC section 7213A and 7431.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

### III. INSPECTION:

The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.

### IV. VIDEO AND CONFIDENTIALITY:

The contractor shall require all employees having access to federal or Arizona information: (1) view "Safeguarding Federal Tax Information - Stop UNAX in its Tracks"; (2) read and review training document GEN1015 "Confidentiality for ADOR Vendors"; and (3) sign and return the document "Confidentiality Agreement of Non-DOR Employees".





## SCOPE OF WORK

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### Time and Materials Only - Not Maintenance Agreement

#### MagTek Micr Mini

Model # RS 232

Count 33

#### MagTek Micr Mini W/Card Reader

Model #USB

Count 5

### TIME AND MATERIALS REQUIREMENTS

#### General Requirements

The contractor shall provide ADOR with the expertise, equipment, services and supplies necessary to service ADOR.

- 1.) Required service hours shall be 8:00 AM to 4:00 PM, Monday - Friday, excluding holidays. A qualified technician shall respond on-site within eight business hours after a call from ADOR for equipment located within the metropolitan area of Phoenix. Offeror shall provide hourly cost outside of hours of service specified above, including minimum number of hours and holiday support.
- 2.) Service for all equipment shall include the following services:
  - a. Returning the equipment to working condition in accordance with specifications published by the equipment manufacturer.
  - b. Service shall be performed utilizing fully qualified technicians who are experienced in servicing **MagTek Check Readers**.
  - c. Contractor must have a sufficient supply of parts and equipment to replace or service any component that may fail.

#### SERIAL NUMBERS:

A02L5Y6  
A02L5Y8  
A02L5Y9  
A02L5YA  
A02L5YC  
A02L5YL  
A02L5YN  
A02L5YP  
A02L5YR  
A02L5YT

A02L5YW  
A02L618  
A02L619  
A02L61D  
A02L61E  
A02L6AR  
A02L6AT  
A02L6AW  
A02L6AX  
A02L6AY

A02L6C0  
A02L6C7  
A02L6C8  
A02L6C9  
A02L6CN  
A02L6CP  
A02L6CT  
A02L6D5  
A02L6D8  
A0460HL

A0460HR  
A0460HW  
A0460J8

#### W/ Card Reader

A043TN5  
A043TN9  
A043TP7  
A043TPY  
A043TR9



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### Time and Materials Only - Not Maintenance Agreement

#### Epson Slip Printers

Model # Tm-U295

Count 72

### TIME AND MATERIALS REQUIREMENTS

#### General Requirements

The contractor shall provide ADOR with the expertise, equipment, services and supplies necessary to service ADOR.

3.) Required service hours shall be 8:00 AM to 4:00 PM, Monday - Friday, excluding holidays. A qualified technician shall respond on-site within eight business hours after a call from ADOR for equipment located within the metropolitan area of Phoenix. Offeror shall provide hourly cost outside of hours of service specified above, including minimum number of hours and holiday support.

4.) Service for all equipment shall include the following services:

- d. Returning the equipment to working condition in accordance with specifications published by the equipment manufacturer.
- e. Service shall be performed utilizing fully qualified technicians who are experienced in servicing **EPSON SLIP PRINTERS**.
- f. Contractor must have a sufficient supply of parts and equipment to replace or service any component that may fail.

#### SERIAL NUMBERS:

A8D0000293	A8D0004990	A8D0017963	A8D0179756	F7VG002080
A8D0000294	A8D0005460	A8D0082631	A8D0179757	F7VG002081
A8D0000295	A8D0005485	A8D0147418	A8D0179758	F7VG002082
A8D0000296	A8D0005486	A8D0147460	A8D0179764	F7VG002083
A8D0000545	A8D0005487	A8D0147461	A8D0179765	F7VG002084
A8D0000546	A8D0011199	A8D0147462	A8D0179766	F7VG002085
A8D0000547	A8D0017474	A8D0147463	A8D0180595	F7VG002086
A8D0000548	A8D0017476	A8D0161704	A8D0180596	F7VG002087
A8D0001584	A8D0017477	A8D0164993	A8D0180598	F7VG002110
A8D0001585	A8D0017868	A8D0164994	A8D0180611	F7VG002111
A8D0001734	A8D0017869	A8D0179663	A8D0180612	F7VG010028
A8D0001736	A8D0017870	A8D0179664	A8D0180613	F7VG010029
A8D0001737	A8D0017871	A8D0179665		F7VG010030
A8D0002063	A8D0017960	A8D0179666		F7VG010031
A8D0002065	A8D0017961	A8D0179755		F7VG016517



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## THE ARIZONA DEPARTMENT OF REVENUE

1600 W MONROE, RM 948

Phoenix AZ 85007

602-716-6510 or 602-716-6515

FAX 602-716-7987

### Time and Materials Only - Not Maintenance Agreement

Eastman Kodak Scanners  
Model # 9500D Kodak Document Scanners  
Count 3

### TIME AND MATERIALS REQUIREMENTS

#### General Requirements

The contractor shall provide ADOR with the expertise, equipment, services and supplies necessary to service ADOR.

- 5.) Required service hours shall be 8:00 AM to 4:00 PM, Monday - Friday, excluding holidays. A qualified technician shall respond on-site within eight business hours after a call from ADOR for equipment located within the metropolitan area of Phoenix. Offeror shall provide hourly cost outside of hours of service specified above, including minimum number of hours and holiday support.
- 6.) Service for all equipment shall include the following services:
  - g. Returning the equipment to working condition in accordance with specifications published by the equipment manufacturer.
  - h. Service shall be performed utilizing fully qualified technicians who are experienced in servicing **Eastman Kodak Scanners**.
  - i. Contractor must have a sufficient supply of parts and equipment to replace or service any component that may fail.

#### SERIAL NUMBERS:

11230240  
K4149-6637

11230251  
K4149-6639

11230310  
K4145-6726

### Time and Materials Only - Not Maintenance Agreement

Syntron Jogger  
Model #J-50-B  
Count 1

### TIME AND MATERIALS REQUIREMENTS

#### General Requirements

The contractor shall provide ADOR with the expertise, equipment, services and supplies necessary to service ADOR.

- 7.) Required service hours shall be 8:00 AM to 4:00 PM, Monday - Friday, excluding holidays. A qualified technician shall respond on-site within eight business hours after a call from ADOR for equipment located within the



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metropolitan area of Phoenix. Offeror shall provide hourly cost outside of hours of service specified above, including minimum number of hours and holiday support.

8.) Service for all equipment shall include the following services:

- j. Returning the equipment to working condition in accordance with specifications published by the equipment manufacturer.
- k. Service shall be performed utilizing fully qualified technicians who are experienced in servicing **Syntron Jogger**.
- l. Contractor must have a sufficient supply of parts and equipment to replace or service any component that may fail.

### SERIAL NUMBERS:

GPJG13424 1001

### Time and Materials Only - Not Maintenance Agreement

#### NDP500 Encoding Machine

Style DP 575-RHC

Count 2

### TIME AND MATERIALS REQUIREMENTS

#### General Requirements

The contractor shall provide ADOR with the expertise, equipment, services and supplies necessary to service ADOR.

9.) Required service hours shall be 8:00 AM to 4:00 PM, Monday - Friday, excluding holidays. A qualified technician shall respond on-site within eight business hours after a call from ADOR for equipment located within the metropolitan area of Phoenix. Offeror shall provide hourly cost outside of hours of service specified above, including minimum number of hours and holiday support.

10.) Service for all equipment shall include the following services:

- m. Returning the equipment to working condition in accordance with specifications published by the equipment manufacturer.
- n. Service shall be performed utilizing fully qualified technicians who are experienced in servicing **Unisys NDP500 Encoding Machines**.
- o. Contractor must have a sufficient supply of parts and equipment to replace or service any component that may fail.

### SERIAL NUMBERS:

392644795

392645495



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## THE ARIZONA DEPARTMENT OF REVENUE

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**For the goods and/or services specified herein, the following apply:**

- Delivery is promised within \_\_\_\_\_ calendar days after receipt of an order. (Refer to Special Terms and Conditions for delivery requirements.)
- If payment is made within \_\_\_\_\_ calendar days after acceptance of goods and/or services, the above quoted price, excluding sales tax, shall be discounted by \_\_\_\_\_ %. (Refer to Uniform Instructions To Offerors for discount requirements.)
- Sales Tax Percent: \_\_\_\_\_. (See Uniform Instructions to Offerors, paragraph 7.)

LINE NO.	COMMODITY DESCRIPTION	QTY	U/M	UNIT PRICE	EXTENDED PRICE
100	Hourly rate & Materials for MagTek-RS232 Check Readers - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
200	Hourly Rate & Materials for MagTek RS232 Check Readers - <i>after regular business hours and holidays</i>	1	Hour		
300	Hourly Rate & Materials MagTek USB Check Readers w/Card Reader - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
400	Hourly rate & Materials MagTek USB Check Readers w/Card Reader - <i>after regular business hours and holidays</i>	1	Hour		
500	Catalog pricing for all other services vendor can provide (Attachment 1)				
600	Hourly Rate & Materials for Epson Tm-U295 Slip Printers - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
700	Hourly Rate & Materials for Epson Tm-U295 Slip Printers - <i>after regular business hours and holidays</i>	1	Hour		
800	Catalog pricing for all other services vendor can provide (Attachment 1)				
900	Hourly Rate & Materials for Eastman Kodak 955D Document Scanners - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
1000	Hourly Rate & Materials for Eastman Kodak 955D Document Scanners - <i>after regular business hours and holidays</i>	1	Hour		
1100	Catalog pricing for all other services vendor can provide (Attachment 1)				



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1200	Hourly Rate & Materials for Syntron J-50-B Jogger - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
1300	Hourly Rate & Materials for Syntron J-50-B Jogger - <i>after regular business hours and holidays</i>	1	Hour		
1400	Catalog pricing for all other services vendor can provide (Attachment 1)				
1500	Hourly Rate & Materials for NDP500 DP 575-RHC Encoding Machine - <i>regular business hours (8:00 AM - 4:00 PM, Monday - Friday, excluding holidays)</i>	1	Hour		
1600	Hourly Rate & Materials for NDP500 DP 575-RHC Encoding Machine - <i>after regular business hours and holidays</i>	1	Hour		
1700	Catalog pricing for all other services vendor can provide (Attachment 1)				

Do you have a minimum service call charge? \_\_\_\_\_ Yes, or \_\_\_\_\_ No

If yes, minimum of \_\_\_\_\_ hours.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND TITLE



# ATTACHMENT 1

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ATTACH VENDOR CATALOG PRICING SHEET



# CERTIFICATE OF INSURANCE

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602-716-6510 or 602-716-6515

FAX 602-716-7987

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE STATE, CERTIFICATION FROM INSURER (S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGE SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY LIABILITIES OR ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:	COMPANY LETTER	COMPANIES AFFORDING COVERAGE:
	A	
	B	
NAME AND ADDRESS OF INSURED:	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
BODILY INJURY PER PERSON \$500,000.00 EACH OCCURRENCE \$1,000,000.00 PROPERTY DAMAGE \$500,000.00 OR BODILY INJURY AND \$500,000.00 PROPERTY DAMAGE COMBINED SAME AS ABOVE NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM STATUTORY EACH ACCIDENT \$50,000.00		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARDS PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD ( IF APPLICABLE) COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE) UMBRELLA LIABILITY WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY OTHER		

STATE OF ARIZONA AND THE DEPARTMENT NAMED ABOVE ARE ADDED AS ADDITIONAL INSUREDS AS REQUIRED BY STATUTE, CONTRACT, PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELED MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE STATE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE STATE. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____  _____ AUTHORIZED REPRESENTATIVE
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# End of RV0712 RFQ Document